

**Minutes approved April 23, 2014**

**Town Meeting Coordinating Committee  
Draft Minutes for Wednesday, April 16, 2014, 1:30-3:30 PM  
First Floor Meeting Room, Town Hall**

Present: Peggy Roberts, Mary Streeter, Alan Powell, Nonny Burack, Melissa Perot, Patricia Holland.

Absent: TracyLee Boutilier.

Peggy called the meeting to order at 1:45 pm.

1. **Warrant Review Evaluation Results:** Peggy reported that the Amherst Media missed recording the last 45 minutes of the Warrant Review. Mary advised having another meeting with both Kris Pacunas and the head of Amherst Media about that and the poor sound in the Town Room which many evaluations noted. The microphones for Amherst Media are not the same as those for the Town Room itself. Amherst Media said they would post a notice about the missing 45 minutes. Melissa valued the time allotted for questions from the public and would like all meetings to have more time for such questions. Nonny suggested we organize a public meeting next January with representatives of the Select Board, Finance Committee, School Committee, and the public. Alan suggested the meeting be called the Sounding Board and/or the Spring Board, its purpose to find out what officials are considering doing and respond. Peggy suggested the Joint Capital Planning Committee being involved. We agreed to put this proposal on the agenda to discuss more.
2. **Sound Issues:** See above. Instructions for using the Town Room mikes should be posted on the door of the closet where they are kept.
3. **Planning Ahead for Annual Town Meeting events:**
  - **Materials submitted for second packet mailing:** Mary delivered them.
  - **Warrant Review Tuesday, April 8:** See above.
  - **Bus Tour, Sunday, April 27:** Pat and Alan explained the route. Alan has already taken photos of relevant sites and will deliver them for next week's precinct meetings. Nonny will need the current list of TM members so she can check off the names of those going on the bus. We will need sign-in and evaluation forms. Mary suggested getting maps for Triangle St. development and also viewing the Habitat house on Harkness Road. Dave Ziomek has agreed to participate.
  - **Precinct Meetings, April 22-26:** Peggy noted we need to get all maps and photos to Debra and Jennifer by this Friday. Each leader of the meeting will pass them on to the next meeting leader.
  - **Orientation, Monday, April 28:** We will need copies of the various booklets of information about Town government. We will also need signs to the meeting room at the three entrances of the Middle School.
  - **Town Meeting Member Survey:** We will need more copies to be left at the back table plus a box for returning them. Jim Pistrang should also be reminded to mention them.
  - **Publicity for Events:** No time to discuss.
  - **Other Projects:** No time to discuss.
  - **TMCC Election:** Plans for the TMCC election will be made by the Town Clerk.

4. **Outreach to new Town Meeting members:** No time to discuss.
5. **Future Meetings with Town Manager and Moderator:** No time to discuss.
6. **Meeting Schedule:** Our next meeting will be:  
Wed., April 23, 2 pm, Town Hall, First Floor Meeting Room
7. **Minutes of 4/4/14:** We approved the minutes as amended.
8. **TMCC Website/Listserv Material:** No time to discuss
9. **Topics the Chair did not reasonably anticipate 48 hours before the meeting:** None.

The meeting adjourned at 3:41 PM.

Submitted by Patricia Holland, Clerk.

**Documents Distributed:**

Agenda

Draft of TMCC minutes of 4/4/14

Warrant Review Evaluation 4/8/14